

TRAVEL EXPENSE CLAIM

See Instructions and Privacy

Statement on Reverse Side

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STD 262 (REV 10/92)

CLAIMANT'S NAME Francisco Castillo		SSAN OR EMPLOYEE NUMBER	DEPARTMENT Communications
POSITION Deputy Press Secretary	CB/ID NUMBER	DIVISION OR BUREAU	INDEX NUMBER
RESIDENCE ADDRESS [REDACTED]		HEADQUARTERS ADDRESS	TELEPHONE NUMBER
		CITY	STATE ZIP

MONTH/YEAR		LOCATION	LODGING	MEALS			INCIDENTALS	TRANSPORTATION				BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
DATE	TIME	WHERE EXPENSES WERE INCURRED		BREAKFAST	LUNCH	DINNER		COST OF TRANS.	TYPE USED	CARFARE, TOLLS, PARKING	PRIVATE CAR USE MILES AMOUNT		
8-Apr	5AM	Sacramento-Bur					329.20			10	4.45	333.65	
8-Apr	3PM	Burbank-Sac						9.00		10	4.45	13.45	
											0.00	0.00	
15-Apr	5AM	Sac - OC					289.20			10	4.45	293.65	
15-Apr	5PM	OC - Sac						9.00		10	4.45	13.45	
											0.00	0.00	
19-Apr	6:30PM	Sac-Burbank	146.02				6.00	279.20	30.00	10	4.45	465.67	
20-Apr	6:30PM	Burbank-Sac						52.89	9.00	10	4.45	66.34	
											0.00	0.00	
											0.00	0.00	
											0.00	0.00	
											0.00	0.00	
											0.00	0.00	
SUBTOTALS			146.02	0.00	0.00	0.00	6.00	950.49	0.00	57.00	60	26.70	0.00
COLUMN CODE (ACCTG. USE ONLY)													
CLAIM TOTAL												\$1,186.21	

PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts when required)

4/8/09: Staffed Gov's WE Connect event in San Diego

4/15/09: Staffed Maria at Opening of WE Connect Neighborhood Center in OC

4/19/09: Staffed Maria at African First Ladies Summit

NORMAL WORK HOURS

PRIVATE VEHICLE LICENSE NUMBER

MILEAGE RATE CLAIMED

0.445

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

I HEREBY CERTIFY. That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used and if mileage exceeds the minimum rate, I certify the cost of the operating the vehicle was equal to or greater than the rate claimed and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

DATE

5/4/09

DATE

5/4/09

DATE

5/12/09